

3.4 Contractor's Washington Business License

Contractors doing business in Washington State should obtain a Washington State business license.

As a prerequisite to doing business within Washington State, a business enterprise, whether an individual, partnership or corporation, must obtain a Washington business license, with few exceptions. Washington has a convenient, one-stop system that provides for ease of registration through a master application. The master application may be obtained and returned to one of several Unified Business Identifier (UBI) service locations around the state. Potential contractors can check their local phone books for the Washington State listings for the Departments of Revenue, Labor and Industries, and Employment Security in their area or contact the Department of Licensing's Master License Service office in Olympia:

Department of Licensing
Master License Service
405 Black Lake Boulevard, Bldg. 2
PO Box 9034
Olympia, WA 98507-0934
Telephone: (360) 664-1400

You may obtain additional information about the master application through the Department of Licensing's Internet site: <http://www.wa.gov/dol/bpd/buslic.htm>. Upon completion of the master application, the business is assigned a Unified Business Identifier (UBI) number. The UBI number is a nine-digit number that is assigned to the business and identifies the state tax registration number; the industrial and unemployment insurance accounts (if the business hires employees); the corporate, limited partnership, limited liability company or limited liability partnership registration issued by the Office of the Secretary of State; and the business trade name registration.

In general, any person acting in an independent capacity to perform personal services in this state must have a UBI number before conducting any work. Businesses so registered are required to pay business and occupation (B&O) taxes based on revenue generated as a result of performance of such services, when their revenue exceeds \$24,000 per year.

Exceptions to this rule exist. Out-of-state contractors do not require a business license when the services are provided entirely outside of Washington State. For other exceptions or clarification regarding the requirements for B&O taxes, contact the Washington State Department of Revenue at (800) 647-7706.